

**CONFIDENTIAL**

*Rec. Regmt. 21*  
*Forms*  
10 JUN 1961

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Annual Report on Programmed Review of Agency Forms

REFERENCE : DDS Memorandum, Subj: Review of Agency Forms,  
dated 1 September 1960

1. This memorandum is for information only.
2. This is the first annual report on progress made in continuation of the programmed review of Agency Forms.
3. We initiated follow-up action with the Support Components to resolve all items which were pending at completion of the Support Procedures Committee Survey. Many have been resolved. Others which are more complex will take longer to resolve but we will pursue them.
4. During Calendar Year '60, three hundred twelve Official Government Forms were eliminated or combined with other forms. This includes about 150 questioned by the Support Procedures Committee. This compares favorably with the 339 forms eliminated in 1959 and the cumulative total of 1719 made obsolete during the past nine years. An additional 30 forms have been eliminated during the first five months of 1961.
5. In Calendar Year '60 the Forms Management Branch collaborated with Agency Area Records Officers, component operating officials, and others on 1077 forms analysis projects resulting in the development of 150 new forms, improvement of 229 existing forms and the critical review of 698 reprint requests. I estimate the tangible benefits resulting from these projects to be more than \$150,000.

RMS/DDS/FMB/1

  
Records Administration Officer

  
(29 June 1961)

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